

I. Position Title: Support Services Intern (Seasonal) Revision Date: 03/08
EEO Function: Utilities and Transportation
EEO Category: Paraprofessionals
Status: Non-Exempt
Control No: 50505

Under the general supervision of the Support Services Manager, performs research and analysis of public utilities budgets, purchases, programs, and operations. Also performs some skilled work pertaining to the GPS data gathering, and researching of the City drinking water, irrigation, flood control, and street lighting systems.

- Prepare various research and analysis projects.
- Update department handbook policies and training manuals.
- Participate in departmental budget preparations.
- Collect and organize field data related to utility infrastructure (GPS).

- Perform other projects and duties as needed.

Education and Experience: Undergraduate or Graduate level study in Public Management, Finance, Accounting or related field. Prefer individual at senior level of studies.

Knowledge of: Government accounting and budgeting, computer software, computer operations and geographic information systems (GIS).

Tool, Machine, Equipment Operation: Regular use of a telephone, copy machine, computer, fax machine, calculator, City vehicle, global position satellite receiver (GPS), metal detector, utility line detector, and non-powered hand tools.

VI. Working Conditions:

Work Environment: Generally comfortable working conditions; regular exposure to stressful situations as a result of human behavior, and frequent deadlines, near constant mental application; regular driving of city

vehicle and outdoor work in good weather involving walking sidewalks to collect GPS data. The noise level in the work environment is usually minimal.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____